

**DMAHAS/River Valley Services**

**JOB OPPORTUNITY  
SECRETARY 2**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** State Employees

**Location:** River Valley Services, Dutton Home, Quality Improvement, Middletown, CT

**Job Posting No:** RV-085223

**Hours:** Monday through Friday /8:00 a.m. to 4:30 p.m., FT - 40 hours weekly

**Salary:** \$45,360.00 - \$59,316.00,, Annually

**Closing Date:** August 16, 2014

**Duties may include but not limited to:** Supporting Quality Improvement activities, i.e., producing quality audit notifications, data entry and completion of graphs/charts; Incident report processing, data entry and development of report; Compiling information on PI data measures and organizing results in quarterly report; Processing and distribution of weekly productivity reports; Distribution of survey materials, data entry and completion of reports for surveys; Support for ongoing Joint Commission accreditation activities; Taking and distributing minutes; Supporting development and distribution of weekly newsletter; Providing support for staff and tracking completion of training in LMS; Process and track requests for AVATAR access. Supporting Billing activities through data entry and completion of charts/graphs. Manage materials and order supplies for QI Department. Manage scheduling of meetings for QI Department.

**Eligibility Requirement:** Candidates must have applied for and passed the Secretary 2 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**General Experience:** Three (3) years' experience above the routine clerk level in office support or secretarial work.

**Special Experience:** One (1) year of the General Experience must have been as a Secretary 1 or its equivalent.

**Substitution Allowed:** College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**To be considered for this position:**

1. **DMHAS employees Laterals/Promotional/Demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
2. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

**Amisha S. DeSai**  
**River Valley Services – Human Resources Division**  
**PO BOX 351 – Silver Street – Page Hall**  
**Middletown, CT 06457**  
**Fax: (860) 262-5055**  
**E-Mail: [RVS-RECRUIT@CT.GOV](mailto:RVS-RECRUIT@CT.GOV)**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.